



**CORPORATION OF THE CITY OF PEMBROKE  
BUILDING DEPARTMENT**

1 PEMBROKE STREET EAST • PEMBROKE • ON • K8A 3J5  
PHONE 613-735-6821 x1331 • FAX 613-735-3660 • www.pembroke.ca • mschultz@pembroke.ca

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**APPLICATION FOR OCCUPANCY PERMIT**

The Building Code Act, 1992, Chapter 3, O.Reg. 137/07, as amended

Building Permit Number: \_\_\_\_\_ Location of Building: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Applicant: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Applicant Postal Code: \_\_\_\_\_

Take notice that upon the date of this Application, the building  newly erected  installed

at the above-stated location has been constructed in full compliance with all the provisions of *The Building Code Act* and regulations made thereunder and of any other By-law or amendments thereto of the municipality which in part or in whole regulates the structural requirements, erection, alteration, location, use, etc. of the building and is:

FULLY COMPLETED and ready for Occupancy

or

NOT FULLY COMPLETED but is ready for Non-Residential Occupancy in accordance with Division C Part 1 Article 1.3.3.1(1) and (2) of the Building Code

or

NOT FULLY COMPLETED but is ready for Residential Occupancy in accordance with Division C Part 1 Article 1.3.3.2(1) of the Building Code

and that full compliance has been made with any Order made by the Inspector under Section 12 of *The Building Code Act*.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

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**Conditions for Occupation**

Except as authorized by the regulations, no person shall occupy or use or permit to be occupied or used any building or part thereof newly erected or installed:

1. Until notice of the date of completion of the building or part thereof is given to the Chief Building Official;
2. until
  - a. an inspection is made pursuant to such notice, or
  - b. ten days have elapsed after the service of the notice or after the date of completion, whichever occurs last; and
3. until any Order made by an inspector under Section 12 is complied with.

**OCCUPANCY CHECKLIST: CONDITIONS FOR RESIDENTIAL OCCUPANCY**

2006 Building Code Div C Part 1 Article 1.3.3.2

Item	Description	O.K.	NIC	COMMENTS
Means of Egress	9.9.9.1 In a residential occupancy, where it is not necessary to travel up or down one storey to reach a level served by an exit	<input type="checkbox"/>	<input type="checkbox"/>	
Handrails	9.8.7.4(2) Not less than 800 mm (2'7") or more than 965 mm (3'2")	<input type="checkbox"/>	<input type="checkbox"/>	
Guards	9.8.8.3(1) (2) and 9.8.8.1(1)(a) -Not less than 1070 mm (3'6") unless interior then permitted to be not less than 900 mm (2'11"). -Where a walking surface is more than 600 mm (23 5/8"), guard required (i.e. patio door with no deck)	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke Alarm and Carbon Monoxide	9.10.19 and 9.33.4 -Installed on each floor and interconnected	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Separations (if applicable)	9.10.11.2 45 minute fire separation if applicable from footings to underside of roof	<input type="checkbox"/>	<input type="checkbox"/>	
Doors between garage and dwelling units	9.10.13.15 Required to have a self-closing device, be tight fitted and weatherstripped and not allowed to open into a room used for sleeping	<input type="checkbox"/>	<input type="checkbox"/>	
Plumbing supply	9.31.3.2(1)(2), 9.31.4.4 and 7.6.2.2(3) -Hot and cold water required to every kitchen sink, lavatory, bathtub, shower, slop sink, and laundry area. -Cold water required to every water closet -Floor drain required in every basement with primer -Exterior hosebib with backflow preventer -Thermostatic mixing valve	<input type="checkbox"/>	<input type="checkbox"/>	
Sewage System	7.1.5.1 Public or private connection	<input type="checkbox"/>	<input type="checkbox"/>	
HVAC	9.33.2 HVAC design summary and equipment tagged on-site	<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation	9.32.1.2, 9.32.3.2, 9.32.3.5, 9.32.3.11, and 9.32.3.12 -Mechanical ventilation -HRV air inlet must be labeled	<input type="checkbox"/>	<input type="checkbox"/>	
Sump Pit or Storm Sewer	9.14.5.1, 9.14.5.2 Sump pit outlet to drainage ditch, storm sewer or drywell and must be fitted with a cover and pump.	<input type="checkbox"/>	<input type="checkbox"/>	
City of Pembroke Water Meter	Must be tagged and installed correctly	<input type="checkbox"/>	<input type="checkbox"/>	
Surface Drainage	9.14.6.1, and 9.26.18.2 -Require landscaping to be drained away from foundation	<input type="checkbox"/>	<input type="checkbox"/>	
Civic Address	911 Numbers installed on front of house	<input type="checkbox"/>	<input type="checkbox"/>	

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